

EASTERN SHORE COMMUNITY SERVICES BOARD
Minutes
August 13, 2019

The regular monthly meeting of the Eastern Shore Community Services Board was held on Tuesday, August 13, 2019 at the Eastern Shore Behavioral Healthcare Center in Parksley, Virginia.

Members Present:

Mr. Robert Bloxom
Mr. Andre Elliott
Ms. Janice Langley
Ms. Sandy Taylor
Ms. Gina Williams-Conference Call
Ms. Joan Wilson

Others Present:

Ms. Lisa Sedjat, Executive Director
Mr. Thom Dix, III, Director of Finance and Administration
Mrs. Molly Walker, Director of Clinical Services & Quality Improvement
Dr. Nicholas McClean-Rice, Medical Director
Ms. Kelly Bulin, Dir. of Program Development, Planning & Prevention Svcs.
Ms. Kathleen O'Keefe, Developmental Services Program Director
Ms. Barbara James, Office Services Specialist

Absent:

Ms. Marva Annis
Mrs. Eve Belote
Mr. Richard Hubbard
Mr. Damien Greene, IT Director

Mr. Bloxom, Chairman, called the meeting to order at 9:04 am.

Mr. Bloxom welcomed Ms. Janice Langley and everyone introduced themselves.

A moment of silence was held for Dr. Hughes Melton, Commissioner of DBHDS, who had passed away a couple of weeks ago in a tragic accident.

Approval of Minutes –

Mr. Elliott made a motion to approve the July 9, 2019 minutes. Mrs. Taylor seconded, and they were unanimously approved by a voice vote.

Public Comment –

There was none.

Items Requiring Board Action –

Approval of ESCSB Policy HR 120-Pre-Employment Verification with changes

Approval of ESCSB Policy HR 130-Notification of Employment Selection

Approval of ESCSB Policy HR 132-Payment of Moving and Relocation Expenses

Approval of ESCSB Policy HR 150-Transfer

Approval of ESCSB Policy HR 170-Review Periods Due To Staff Changes

Approval of ESCSB Policy HR 180-Payroll Coordination

Approval of ESCSB Policy HR 190-Students, Interns and Residents

There was discussion.

Mr. Elliott made a motion to approve with changes noted and Ms. Wilson seconded. They were approved unanimously with a voice vote.

Executive Director –

Ms. Sedjat referenced the board report that is appended herewith.

Ms. Sedjat stated as of August 1, 2019 ES CSB has a census of 2 at Eastern State Hospital. Ms. Sedjat stated Right Path, a Substance Use Disorder provider on the Shore, is closing August 20, 2019, at which time the ESCSB will be the only provider on the Shore for Medication Assisted Treatment.

Ms. Sedjat stated Dennis Riddick, Licensing Specialist, came to visit July 31, 2019 and visited the Developmental Services Supportive In Home program and Mobile Unit.

Ms. Sedjat stated there was a positive article in the Eastern Shore Post about the Medical Symposium and the mobile unit.

Ms. Sedjat stated she wrote a letter of support for Bay Rivers Telehealth Alliance to increase telehealth in rural areas.

Ms. Sedjat stated the Virginia Behavioral Health Needs Assessment Site visit was on August 8th and 9th and the SOR Grant review was on July 18th. Both reviews were positive.

Ms. Sedjat handed out the STEP VA service alignment current and continuum fact sheet provided by DBHDS.

Ms. Sedjat stated Dr. Scott Hines, Medical Director of Emergency Services at Riverside Hospital, would like to collaborate to provide a bridge prescription for Suboxone patients being released from the Emergency Department and would like to ensure follow up with ESCSB.

Ms. Sedjat passed around the results of the FY 2019 CSA Gap Survey

Ms. Sedjat stated Randy Smith completed the DBHDS Behavioral Health Disaster Model training and will be training each building on Active Shooter drills.

Ms. Sedjat stated the CIT Stakeholder meeting was held in July and our Stakeholders are very pleased with the progress of our team.

Ms. Sedjat thanked Mr. Dix for listening to the Management team about the importance of maintaining the tradition of the Subway gift cards to celebrate employees birthdays.

Ms. Sedjat stated the ESCSB has a solution to the Board email accounts and presented an example of the format.

Ms. Sedjat stated the ESCSB is collaborating with the Health Department for a Hepatitis A vaccination clinic in August.

Ms. Sedjat stated she met with Sybil Lane-Moorer, East Regional Director of Department of Veterans Services to discuss the need for services on the Shore as well as the access to services that are available.

Ms. Sedjat read a letter sent by Dr. Ogram about the excellent work performance of Joyce Bailey.

Ms. Sedjat passed around an article on the Disability Law Center of Virginia and the importance of Workforce Development.

Ms. Sedjat requested clarification of thoughts about evaluations. It was suggested to do a self evaluation before annual evaluations. There was discussion.

Ms. Sedjat thanked board members for the letter of support to all employees.

Ms. Sedjat stated Mr. Dix will be reporting on Mendisadd going forward.

Ms. Sedjat passed around an organizational chart from DBHDS.

Ms. Taylor stated she had attended several ESCSB events and urged all board members to do the same.

Treasurer's Report –

June represents the final month of fiscal year 2019. The most significant financial event during the month involved the reversal of unearned revenue booked in FY18 (\$276 thousand) associated with opioid funding utilized to purchase/construct the CSB's new mobile unit. While this reversal is a non-cash event it does have an optically significant impact on the year's financial performance. Another notable one-time revenue item involved the receipt of \$95 thousand which allows the CSB to support personnel costs during transports for consumers under TDO to the location of inpatient hospitalization. For the month of June, expenses exceeded revenue by approximately \$308 thousand, a total which results in an increase of our year-to-date surplus to \$657 thousand. The cleanup of the accrual pertaining to our contract with NASA resulted in a writedown of \$23 thousand. Given the multi-period nature of certain grants/warrants, we would expect to re-class significant revenue in certain post-close adjustments to that of a liability for expenditures and initiatives that will occur in FY20.

Credible billing totaled \$518 thousand for the month of June. On a year-over-year basis, June Credible billings have declined by 15% (6% in the prior month). The majority of this decline is contained within Mental Health Skill Building. However, I note a modest, broad based decline outside of his segment. Credible billing has declined by 9% from May; again, the decline appears to be broad based in nature.

Outside of the reclassification of unearned revenue pertaining to the mobile unit, the balance sheet for the CSB remained largely stable during the month of June with no material shifts in asset or liability mix. Accounts receivable has declined on a month-over-month and year-over-year basis. We have allocated \$100 thousand to our investment account at Wells Fargo from our operating account at Atlantic Union Bank. In doing so, our balances earn ~150 basis points in additional carry. Our account at Wells Fargo does contain an allocation to callable issue CD's which given the rally in interest rates may be called away from us later this year (negative convexity).

It continues to be the case that Mendisadd is able to defray the cost of improvements to its real estate assets with cash flow from operations. We have started to see Mendisadd account balances increasing modestly. There is an inter-affiliate loan between Mendisadd and CSB that we are evaluating the merits of accelerating amortization to direct more cash flow into CSB without negatively impacting Mendisadd.

We have been working with DBHDS to validate assumptions which led to the reductions in our unrestricted general funding as it relates to Medicaid expansion in Virginia. Our most recent submission covered services completed by CSB from January 1 – April 30, which were then extrapolated through May for DBHDS purposes. Initial estimates indicate that through May, CSB has recouped ~30% of funding reductions. We have been told that the purpose of this exercise is to assist the Department in allotting make-whole funds. This has been an intensive effort and thanks are in order to Reimbursement and IT staff.

Disability Program Reports-

Clinical Services and Quality Improvement –

Mrs. Walker referenced the board report that is appended herewith.

Mrs. Walker stated the staff were able to make significant headway and were able to meet the deadline in July for closing cases.

Mrs. Walker stated the staff continue to tackle unapproved services with a deadline of August 5th.

Mrs. Walker stated two more Peer Recovery Interns were interviewed with two more clinician interviews tomorrow. They are looking into hiring QMHP's.

Mrs. Walker stated there was a site visit from the Virginia Behavioral Health Needs Assessment team on August 7th. The team was tasked with assessing each CSB in regards to their ability and capacity to meet the demands of Same Day Access and Medicaid Expansion.

Mrs. Walker stated she has been working with Stephen Hopkins on reviewing ESCSB assessment form and have contacted another Director on how they are planning on implementing the comprehensive needs assessment.

Prevention-

Mrs. Bulin referenced her board report that is appended herewith.

Mrs. Bulin stated she and her staff have been waiting and working on grants.

Mrs. Bulin stated she attended the Virginia Summer Institute on Addiction Studies July 14-17, 2019, in Williamsburg.

Mrs. Bulin stated seven staff will be attending a substance use and suicide conference in September. There was discussion.

Mrs. Bulin stated they had joined a media campaign Lock & Talk VA and will be doing promotion on WOW 99.3, Bay Country 97.9, and CTG Variety radio. They will be meeting with WESR 103.3 as they have been so supportive of our services.

Mrs. Bulin stated they hosted and facilitated the 3rd Eastern Shore Overdose Fatality Review Team (ESOFRT) on July 31st. Senator Lynwood Lewis participated in the meeting.

Mrs. Bulin stated in continued partnership with local Law Enforcement 192 units (308 doses) of NARCAN were distributed to the Eastern Shore Drug Task Force/Virginia State Police for distribution to all local law enforcement agencies. There was discussion.

Mrs. Bulin stated Barbara Mulligan will be attending a Resource Fair at Kiptopeke Elementary School on August 29, 2019.

Medical Director-

Dr. McClean-Rice stated there are more than 1000 patients at the ESCSB.

Developmental Services –

Ms. O’Keefe referenced the board report that is appended herewith.

Ms. O’Keefe stated the individuals in Day Support passed out water bottles to community members working outside during the extreme heat during the week of July 22nd through July 26th.

Ms. O’Keefe stated the case management team continues to work through the additional requirements for the annual plans in WaMs.

Ms. O’Keefe stated there are three new admissions to Day Support.

Ms. O’Keefe stated they have put out oyster cages at different locations as part of the Chesapeake Bay Foundation.

Ms. O’Keefe stated staff in the residential home are waiting on the license of the Franktown House.

Human Resources & Finance Director –

Mr. Dix referenced the financial report for the month ended June 30, 2019.

Mr. Dix stated wages had been increased to Drivers. Everyone would receive a minimum of \$10/hour.

IT Director –

Mr. Greene was unable to attend.

Old Business –

Mr. Bloxom stated there will be a board manual for new board members. He asked that each board member submit a short bio on themselves.

New Business –

Mrs. Bulin stated the Town of Cape Charles has had two suicide deaths within 48 hours and one in the Spring. The Library has materials and the ESCSB will provide materials and resources.

Ms. Williams stated there will be a Cork & Craft Festival at the Maddox Campground, in Chincoteague, VA, on September 7th, \$30, to benefit Special Olympics.

Ms. Taylor made a motion to adjourn the meeting, and Ms. Wilson seconded. The motion was passed unanimously and the meeting adjourned at 11:12 am.

The next board meeting will be Tuesday, September 10, 2019 at 9:00 am.

Barbara James, Recording Secretary/Ms. Joan Wilson, Secretary
These minutes are subject to full Board Approval.